



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 4.16

Subject: Compressed And Flexible Work Schedules

Supersedes: DCS 4.16, 01/01/98;
PCN #12, 07/01/98; PCN #21,
11/01/98

Local policy: Yes
Local procedures: Yes
Requires training: No

Approved by:

Effective date: 01/01/98

Revised date: 09/01/01

Application

To All Department of Children's Services Supervisory Staff and Employees.

Authority:

TCA 37-5-106

Policy

Varied work schedules may be an option of supervisors in an effort to improve productivity, extend available office hours, reduce overtime, provide timely service to clients, and improve employee job satisfaction. Flextime and compressed schedules may be implemented and shall be considered a privilege rather than an employee right.

Procedures

A. Local policy

Each region/facility may develop a local policy approved by the division director outlining the parameters of work schedule options of that work site.

B. Parameters for flexible work schedules

1. Staff assigned to non-residential DCS locations may be scheduled to work between the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. Staff may be assigned at other times to deal with situations involving transportation, direct services to children/youth/families, and court related activities.
2. Residential programs staff are not limited to these hours or days but must ensure 24-hour/7-day coverage.
3. A supervisor may approve alternative work schedules based on the following criteria:

- ◆ Adequate coverage at all times by qualified personnel to ensure that all deadlines are met.
 - ◆ Employees must be scheduled on duty for a monthly unit meeting and more frequently as necessary to attend other required activities.
 - ◆ Car pools, bus schedules, hardship, and seniority will be taken into consideration.
 - ◆ Performance evaluation scores may be used as a basis for granting compressed workweeks.
4. Supervisors will make every effort to consider the request of each employee for a flexible work schedule.

C. Supervisor's responsibility

1. Supervisors who elect to employ this option will notify staff of the option of varied work schedules and set guidelines for submission of employee requests.
2. Within ten working days of an employee's written request, the supervisor will notify the employee of the decision regarding the requested schedule.
3. The supervisor will notify all members of a work unit of any flexible schedules that are established for an extended time period.
4. New schedules for an extended period of time will begin on Sunday of the next pay period. The effective day must be given to the employee as part of the approval process.
5. Supervisors may schedule employees for flexible hours on a daily basis for transportation, direct services to children/youth/families and court related activities in order to avoid accumulation of overtime.
6. Supervisors may establish a flexible schedule bid process for the work unit. The work schedules may be adjusted if necessary every six months, utilizing the bid process.
7. The supervisor must give written notice of any established flexible schedules to all appropriate staff within their chain of command and to the personnel division in the central office. Assistant commissioners must have current information regarding coverage of locations within their division.

D. Employees not qualified for flex/comp schedules

1. Employees on initial or subsequent probation may not request a flex-time or compressed schedule until they have completed the probationary period. However, supervisors may assign a flexible schedule for transportation, direct services to children/youth/families, and court related

activities.

2. When scheduled for training, an employee working a flex schedule must alter their schedule to comply with the training hours.

Forms

None

Collateral Documents

None

Standards

None